



**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK  
U.S. PROBATION OFFICE**

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**POSITION ANNOUNCEMENT NUMBER:** #2012-8

**POSITION TITLE:** U.S. Probation Officer

**OPENS:** 10/15/2012

**CLOSES:** Until Filled

**TYPE OF APPOINTMENT:** Full Time / Provisional to Permanent, pending a favorable suitability determination by the court.

**STARTING SALARY:** CL 25/01 (\$42,780) - CL 27/01 (\$51,785) Based on qualifications

**LOCATION:** U.S. Probation Office, 233 Broadway, NY, NY 10279-0001

**PROMOTION POTENTIAL:** CL 28/61

**AREA OF CONSIDERATION:** Open to all sources

**INTRODUCTION:**

This position is located in the U.S. Probation Office, Southern District of New York. By statute, probation officers serve in a judiciary law-enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders, appear in court, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court.

**REPRESENTATIVE DUTIES:**

**(INVESTIGATIVE DUTIES)**

- Conducts investigations and prepares reports for the Court with recommendations for sentencing of individuals convicted of federal offenses.
- Analyzes any objections and determines appropriate course of action following the disclosure of the presentence report to the parties.
- Presents the presentence report and sentencing recommendations to the Court. Responds to judicial officer's request for information and advice. Testifies in court as needed, as to the basis for factual findings and guideline applications. Serves as a resource to the Court to facilitate proper imposition of sentence.
- Field work, including home inspections, is required of all officers.

**(SUPERVISION DUTIES)**

- Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment. Develops and implements supervision plans.
- Maintains personal contact with offenders. Investigates employment, sources of income, lifestyle and associates to assess risk and compliance. Through assessment and personal interaction, is responsible for the identification of substance abuse, mental health and/or other anti-social behavioral issues, and implements necessary interventions. Refers offenders to appropriate outside agencies, such as treatment, employment and/or vocational training resources.
- Initiates contacts with, replies to, and seeks information from organizations and persons (i.e., U.S. Parole Commission, Bureau of Prisons, and attorneys) concerning offenders' appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities; prepares written reports on these violation matters, and makes recommendations for disposition. Testifies at court or parole hearings.
- Conducts preliminary interviews for the U.S. Parole Commission and other investigations, as required.
- Maintains a detailed written record of case activity.
- Field work is required of all supervision officers; the frequency of which is based on risk and need.

**REQUIRED EDUCATION/EXPERIENCE:**

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, social work, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human-relations skills involved in the position, is required for all probation officer positions.

In addition to meeting educational requirements, applicants must also have specialized experience or meet superior academic achievement requirements. An applicant meeting the requirements qualifies for the minimum pay rate of that level, i.e., step 1.

#### **QUALIFICATIONS:**

Qualifying experience for the U.S. Probation Officer at the CL-25 requires one year of specialized experience, including at least one year equivalent to work at the CL-23 level or completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0. Standing in the upper third of the class.
- "3.5" average or better in the major field of study, such as business or public administration, human services management, industrial relations, or psychology.
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.  
or
- Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position

Qualifying experience for the U.S. Probation Officer at the CL-27 requires two years of specialized experience, including at least one year equivalent to work at the CL-25 level or completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.

#### **SPECIALIZED EXPERIENCE:**

Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs is considered specialized experience. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience. Experience as a police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

#### **PREFERRED SKILL:**

Bilingual / Fluent in Spanish - Proficient in reading and communicating both orally and in writing.

#### **ENVIRONMENTAL DEMANDS:**

Daily contact with persons with known violent backgrounds. Frequent travel and contacts in potentially unsafe neighborhoods where criminal activity and violence occur regularly. Occasional visits to local, state and federal correctional facilities may be required. Officers may also be required to collect specimens and conduct drug and alcohol testing while out in field and/or in the office.

#### **Physical Requirements and Maximum Entry Age:**

The duties of probation officers require the investigation and management of criminal offenders who present the potential for physical danger to officers and the public. In the supervision, treatment, and monitoring of these offenders, these duties require the ability for the incumbent to perform moderate to arduous physical exercise, including prolonged periods of walking and standing, acts of physical dexterity and coordination necessary to operate a firearm, and the performance of self-defense tactics. On a daily basis, officers face unusual mental and physical stress due to the regular risk of danger and the exposure to intense situations and sensitive information.

Because officers must be able to effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant and/or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities

First-time appointees to positions covered under law-enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment.

**APPLICATION PROCEDURE:** You may apply by submitting your resume and a cover letter to the Southern District of New York, U.S. Probation Office by fax, e-mail or mail.

SDNY U.S. Probation Office  
500 Pearl Street  
New York, NY 10007-1312  
Attention: Human Resources  
Fax: 212 805-0045  
[sdnyprobation\\_hrdepartment@nysp.uscourts.gov](mailto:sdnyprobation_hrdepartment@nysp.uscourts.gov)

**IMPORTANCE NOTICE !**

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**PRIOR TO APPOINTMENT, APPLICANTS CONSIDERED FOR THIS POSITION WILL UNDERGO A FULL BACKGROUND INVESTIGATION, PHYSICAL EXAMINATION AND DRUG SCREENING. IN ADDITION, THE INCUMBENT WILL BE SUBJECT TO RANDOM DRUG SCREENING AND UPDATED BACKGROUND INVESTIGATIONS EVERY FIVE YEARS.**

**A WRITTEN TEST IS REQUIRED FOR ALL QUALIFIED CANDIDATES.**

**MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY.**

**APPLICANT MUST BE A CITIZEN OF THE UNITED STATES.**

\*\*\*\*\* **THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER**\*\*\*\*\*

**BENEFITS:**

- ▶ Accrued annual leave and sick leave. Paid holidays each year.
- ▶ Periodic salary increases based on acceptable performance of duties.
- ▶ Employee cost index and locality pay increases, subject to approval by Congress and the Executive Committee of the Judicial Conference.
- ▶ Participation in the Federal Employees Group Health Insurance program offers numerous plans. (Government contributes large share of premium and employee's share may be deducted "pre-tax" from gross salary.)
- ▶ Federal Employees Group Life Insurance program offers variety of options. Long Term Care and Disability Insurance policies are also available.
- ▶ Flexible Spending Account available to pay out-of-pocket medical, dependent care, and parking expenses from "pre-tax" salary.
- ▶ Participation in the Federal Employees Retirement System (FERS) which includes Social Security and an optional tax deferred savings/investment plan.
- ▶ Numerous training opportunities.

Please visit our website at <http://probation.nysd.uscourts.gov/> for additional information on the SDNY U.S. Probation Office.